

**BY ORDER OF THE COMMANDER  
UNITED STATES AIR FORCES IN  
EUROPE (USAFE)**



**AIR FORCE INSTRUCTION 91-121  
UNITED STATES AIR FORCES IN EUROPE  
(USAFE)**

**Supplement**

**2 JUNE 2016**

**Maintenance**

**NUCLEAR SURETY STAFF  
ASSISTANCE VISIT (NSSAV)  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** This publication is available for downloading from the e-Publishing website at [www.e-publishing.af.mil/](http://www.e-publishing.af.mil/).

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: HQ USAFE/A10NM

Certified by: HQ USAFE/A10N  
(Colonel Thomas Ventriglia)

Supersedes: AFI 91-121\_USAFESUP,  
9 October 2014

Pages: 20

---

**AFI 91-121, 190 Aug 2013, is supplemented as follows:** This supplement applies to all United States Air Forces in Europe (Added) units with a capability to maintain, handle and account for nuclear munitions. It is published according to provisions of Air Force Instruction (AFI) 33-360, *Publications and Forms Management*. This supplement does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. Units will not publish a supplement to this publication. Units will contact the Office of Primary Responsibility (OPR) for interpretations of the guidance contained in this supplement. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command.

## ***SUMMARY OF CHANGES***

This revision clarifies who the office of primary responsibilities are and what their requirements are. Additionally, it aligns NSSAV scheduling procedures with AFI 90-201, Inspector General Activities. Further, procedures were added to align Command Post evaluation procedures with AFI 10-207 USAFE Supplement, *Command Post* and AFI 90-201, *Inspector General Procedures*. Additionally, observation definitions were added in line with the verbiage used in the Air Force Inspection System (AFIS). Guidance for mandatory exercises to be evaluated during the NSSAV was added. Chapter 4, Function Expert Visit Responsibilities, was added to reinstitute the FEV process within Europe. Sample Attachment 6 (Sample FEV Trip Report) added for standardization of report format.

1.1.1.1. **(Added)** Enhance open communication between the staff and unit, and provide flexibility in the unit's schedule.

1.1.2. Empower commanders to correct deficiencies and to track their own status of corrective actions. Root cause analysis is not required unless staff assistance is requested.

1.1.3.1. **(Added)** Provide another tool for commanders to assess nuclear surety programs.

1.3.1.1. **(Added)** In addition to the unit approved simulations and deviations; the published USAFE IG simulations and deviations apply.

1.3.1.2. **(Added)** The published USAFE IG standardized start/stop weapon configuration letter will be followed. Modification to start/stop configuration requires A10NM approval.

1.3.1.3. **(Added)** Maintenance team rosters will be built and submitted IAW Attachment 3 for A10NM selection.

1.3.1.4. **(Added)** Approximately 20% of unit CDS qualified members will be administered a practical. CDS qualified unit roster needs produced and provided to the NSSAV team upon arrival. Members off-shift, TDY, or on leave will not be tested.

1.3.4. **(Added)** The intent of random nuclear surety testing is to measure the effectiveness of the unit's nuclear surety training and retention of general nuclear surety knowledge. Random testing is not meant to cause the certifying official to decertify individuals who score less than 80-percent.

1.3.5.1. **(Added)** Personnel reliability and Arming Use of Force will be inspected as a part of the Personnel Reliability Assessment Program (PRAP) program in accordance with guidance in [para 1.3.5](#)

1.3.6.1. **(Added)** Command Post will be evaluated with performance evaluations in the same manner as AFI 10-207 USAFE Supplement, Command Posts, and AFI 90-201 USAFE Supplement, Inspector General Procedures. Performance evaluations will include a scenario portion and testing portion. Pass/fail criteria will be the same as determined by USAFE/IG. The Command Post NSSAV team members will conduct as many evaluations as possible so the most members of the Command Post can be evaluated.

1.4.1.1. **(Added)** A10N is the USAFE NSSAV division lead.

1.4.2. Units will follow procedures outlined in AFI 90-201, *The Air Force Inspection System*, to ensure the NSSAV is scheduled through the USAFE-AFAFRICA Inspector General Gatekeeper.

1.6.1.1. **(Added)** NSSAV Team. A NSSAV team consists of a team chief and 25 to 40 team members. The specific size and composition of the team depends on the needs of each unit. Each HQ functional area provides the requirements for the team. The following HQ functional areas will comprise the NSSAV team: Nuclear Operations Division (HQ USAFE/A10N), Nuclear Security Branch (HQ USAFE/A4SN), Weapons and Tactics (HQ USAFE/A3TW), Readiness Division – Vehicle Management (AFELM/VEMSO), Armament Systems Branch (HQ USAFE/A4MS), Civil Engineer - Operations Branch (HQ USAFE/A7NE), Emergency Services Branch (HQAf IMSC/Det 4), Mission Support Branch (USAFE-AFAFRICA/A6OM) - Mission Support (USAFE CSS/SCMM), Engineering Liaison Office (OL-EL/ELO) and Weapons Safety Division (HQ USAFE/SEW). Note: For HQ functional areas in which USAFE has limited or no subject matter expert (SME) expertise due to consolidation of SME to non-USAFE activities, the NSSAV team chief will coordinate with those agencies to obtain proper SME participation.

1.6.1.2. **(Added)** Team Requirements. HQ USAFE/A10N fulfills most of the team chief requirements for NSSAVs. Officers in the grades of major and above may serve as team chiefs for a Munitions Support Squadron (MUNSS) NSSAV; Lt Colonels or Colonels may be team chiefs for a main operating base (MOB) NSSAV.

**Table 1.1. (Added) USAFE NSSAV Team Requirements By Functional Area.**

<b><u>FUNCTIONAL AREA</u></b>	<b><u>MEMBERS REQUIRED MOB</u></b>	<b><u>MEMBERS REQUIRED MUNSS</u></b>
TEAM CHIEF	1	1
PROJECT OFFICER	2	1
SECURITY FORCES	7	6
COMMAND POST	5	5
NUCLEAR WEAPONS MX	7	6
AIRCRAFT LOADING	4	3
COMSEC	3	2
PRP	8	4
COMM MX	3	2
EOD	1	1
EMERGENCY MANAGEMENT	1	0
FIRE	1	1
OPS	2	0
CE	2	1
SAFETY	3	2
*Team composition is subject to change.		
*Final team requirements are subject to Team Chief approval.		

1.6.1.3. **(Added)** The NSSAV is normally 1 week in duration. Monday through Friday is set aside for a comprehensive review of all nuclear programs and exercises. NSSAV team members will make every effort to out-brief section/element leadership daily of strengths and problems/potential problems noted and will brief, at a minimum, potential “Significant” findings to unit leadership as soon as these findings are identified. **Additionally, NSSAV team members will**

**provide a final out brief of potential findings at the end of the inspection to allow for potential mitigation.**

1.6.5.1. **(Added)** Team center equipment/capabilities will be IAW Attachment 7.

1.7.1.3. **(Added)** Entry Authorization Listing (EAL) verification. Each NSSAV team member verifies identification data on the EAL and resolves any discrepancies prior to the start of the NSSAV.

1.7.5. **(Added)** The team chief will at a minimum provide NSSAV results to include: Significant, Strengths and superior performers as part of the out brief. The team chief will field questions and provide clarification as needed for affected leadership.

2.1.2.1. **(Added)** The NSSAV Team Chief will provide the commander being assessed with a final copy of the NSSAV report no later than 30 days of NSSAV completion.

2.1.2.2. **(Added)** The lead division will provide a copy of the NSSAV report to the IG upon request by the HQ USAFE-AFAFRICA IG/Gatekeeper.

2.1.3.5. **(Added)** \*SIGNIFICANT OBSERVATION – Any deficiency resulting in, or meeting the following criteria:

2.1.3.5.1. **(Added) Unsafe Environment.** Failure to provide a safe environment for nuclear weapons. One or more deficiencies which could lead to physical damage to the weapon, explosion, radiological contamination, or unintentional operation of all or part of the weapon arming/firing system.

2.1.3.5.2. **(Added) Unsecure Environment.** Failure to properly control access to a nuclear weapon, to meet the NWSS, or to provide protection against standoff attack per applicable security directives.

2.1.3.5.3. **(Added) Unreliable Nuclear Weapon.** One or more deficiencies in technical procedures on the weapon or weapon system which would create a credible possibility of causing the weapon not to function as designed or intended or reach the target as planned.

2.1.3.6. **(Added)** REPEAT – Caveat for an item identified in a previous visit.

2.1.4.1. **(Added)** Superior Performers will be in the grades of Airman – Technical Sergeant and 2nd Lieutenant – Captain. Outstanding teams can also be recognized.

2.2.1. **(Added)** Units will have up to 60 days from receipt of the \*significant/significant observation memorandum to respond their unit \*significant/significant observations. Units will respond via official memorandum to the office of responsibility. Once all actions have been validated as completed, units will then receive a NSSAV closure letter from A10N.

2.3.2.1. **(Added)** A10NM will publish NSSAV-highlighted trends NLT 45 days after submission of the 1 October Semi-Annual Crossfeed report. The trends will be distributed to NSSAV Division Leads.

3.1.1. A10NM is the HQ USAFE NSSAV lead branch.

3.3.2.1. **(Added)** NSSAV Scheduling process:

3.3.2.1.1. **(Added)** NSSAVs are mandatory. Nuclear capable MOB or MUNSS commanders will officially request an NSSAV IAW AFI 90-201, para 1.5.11.12.

3.3.2.1.2. **(Added)** Once requested dates are firmed between HQ USAFE/A10N and the unit, the wing/unit will request the NSSAV through the USAFE/IG Gatekeeper for approval for the visit dates and will courtesy copy HQ USAFE A10NM with the request. Upon approval, Director of Operations, Strategic Deterrence and Nuclear Integration, (HQ USAFE/A3/10) sends an NSSAV schedule to each USAFE directorate (functional area) participating in the NSSAVs, wing, unit commander, USAFE/IG Gatekeeper and appropriate staff directorates after receiving approval from all participating agencies.

3.3.2.1. **(Added)** NSSAVs help MAJCOMs and HAF Functional staffs identify potential resource constraints and develop accurate guidance/policy.

3.3.5.1. **(Added)** Tracking \*SIGNIFICANT AND SIGNIFICANT OBSERVATIONS for the purpose of trend analysis is not required.

3.4.10. **(Added)** Provide a brief NSSAV synopsis to HQ USAFE/A3/10 no later than 10 duty days after completing the NSSAV.

3.6.1. **(Added)** Coordinate between the NSSAV Team Chief and unit personnel.

3.6.2. **(Added)** Prepare NSSAV visits in accordance with [Attachment 3](#).

3.6.3. **(Added)** Provide NSSAV fund cite authorization to NSSAV team members.

3.6.4. **(Added)** Formally request functional experts to serve as NSSAV team members.

3.7.1.1. **(Added)** Obtain travel orders to include NATO orders NLT 5 duty days prior to departure when required.

3.7.5.1. **(Added)** When NATO orders are required, provide project officer with a copy of DTS orders to facilitate generation of NATO orders.

3.7.7.1. **(Added)** Functional leads will consolidate all potential observations each day to review for accuracy prior to submission to the project. Function leads will be prepared to discuss all \*SIGNIFICANT/SIGNIFICANT observations at each daily meeting.

3.8.1.1.1. **(Added)** Provide the project officer with the proposed unit Simulation/Deviations and Schedule of events (SOE) at least 30 days prior to the start of the NSSAV according to the guidance in [Attachment 5](#). An example of the SOE may be provided to the unit POC by the project officer.

3.8.1.3. See [Attachment 7](#) for team center requirements.

3.8.1.4.1. **(Added)** Additionally, ensure host wing and unit security forces provide a work center that includes secure storage for up to SECRET//FRD.

3.8.1.5.1. **(Added)** The out brief will consist of senior leadership only.

### **3.9. (Added) Exercise Planning:**

3.9.1. **(Added)** Appropriate NSSAV team members will attend the exercise planning meeting to coordinate NSSAV exercise scenarios and injects. The project officer schedules the first exercise planning meeting approximately 30 days prior to departure.

3.9.2. **(Added)** Attendees will be at the discretion of the Team Chief, but any functional area evaluating a portion of an exercise will attend. This list includes, but is not limited to: HQ USAFE/A10NM, Command Post Policies and Procedures Branch (HQ USAFE/A10NC),

Nuclear Weapons Policy Branch (HQ USAFE/A10NP), Nuclear Weapons Support Branch (HQ USAFE/A7S), Emergency Services Branch (HQ USAFE/A7XE), and Weapons Safety Division (HQ USAFE/SEW).

3.9.2.1. **(Added)** The following exercises will be evaluated within the scope of the NSSAV:

3.9.2.2. **(Added)** Emergency Disablement (ED)

3.9.2.3. **(Added)** Emergency Evacuation (EE)

3.9.2.4. **(Added)** Emergency Response (ER)

3.9.2.5. **(Added)** Denial

3.9.2.6. **(Added)** Recapture

## Chapter 4 (Added)

### FUNTIONAL EXPERT VISIT RESPONSIBILTIES

#### 4.1. Scope of the Functional Expert Visit (FEV) Program.

4.1.1. The Function Expert Visit is an opportunity for the NSSAV team chief or the appropriate function area division chief to select personnel from specific function areas that were found less than satisfactory during the NSSAV. These visits are intended to be used for situations where the unit requires additional training that time does not allow during the normal NSSAV process or where the complete assessment was not able to be completed during the NSSAV due to the number or severity of deficiencies found in the program that require the evaluator to stop evaluating and start training. The primary focus of the FEV is to review past NSI and NSSAV write-ups and strengthen program management by evaluating unit processes to assess and improve their performance. This visit also provides an opportunity for resolution and clarification of issues between the unit and headquarters functional managers.

#### 4.2. FEV Composition.

4.2.1. The FEV team will consist of MAJCOM function experts. FEV visits are not mandatory and will be justified between the unit and MAJCOM experts. The MAJCOM will make the final decision on visits, and all requests for a FEV will be coordinated through the USAFE-AFAFRICA IG Gatekeeper IAW AFI 90-201, *The Air Force Inspection System*.

#### 4.3. Roles and Responsibilities.

4.3.1. **FEV Office of Primary Responsibility.** The office of primary responsibility will be USAFE/A10NM and is responsible for:

4.3.1.1. Providing management and oversight of the FEV program.

4.3.1.2. Planning, organizing and directing activities affecting the FEV.

4.3.1.3. Providing a FEV summary to the A10N Division Chief no later than 30 days following the last day of the FEV.

4.3.2. **FEV Members.** FEV members are responsible for:

4.3.2.1. Coordinating the visit with the unit gatekeeper.

4.3.2.2. Submitting the FEV plan to the office of primary responsibility no later than 10 days prior to departure. The plan must include the name of FEV members and travel dates.

4.3.2.3. Conducting the FEV with focus on training and assessment.

4.3.2.4. Reviewing and validating the status of deficiencies identified in the unit's most recent NSI and NSSAV reports.

4.3.2.5. Submitting a summary of the trip, **Attachment 6**, to the FEV office of primary responsibility no later than 10 duty days following the last day of the FEV.

**4.3.3. Wing (MOB)/Squadron (MUNSS) Commander Responsibilities.** USAFE units will:

4.3.3.1. Provide a wing (MOB) or squadron (MUNSS) POC to work with the FEV program manager to assist in planning purposes. The FEV POC will ensure the FEV is scheduled through the applicable Wing IG Gatekeeper.

4.3.3.2. Request HQ-USAFE functional area visits utilizing procedures in AFI 90-201, *The Air Force Inspection System*, for coordinating visits through the gatekeeper.

JOHN K. MCMULLEN, Major General, USAF  
Director of Operations, Strategic Deterrence,  
and Nuclear Integration



**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 10-207 USAFE Supplement, *Command Post*, 9 June 2015

AFI 33-360, *Publications and Forms Management*, 1 Dec 2015

AFI 90-201, *Inspector General Procedure*, 7 June 2014

***Adopted Forms***

AF Form 847, Recommendation for Change of Publication

***Abbreviations and Acronyms***

**ED**—Emergency Disablement

**EE**—Emergency Evacuation

**ER**—Emergency Response

**Attachment 2****NUCLEAR SURETY STAFF ASSISTANCE REPORT FORMAT****A2.14. Outstanding Performers.**

NOTE 1: Order categories in each section as follows:

Strength

Repeat Significant Observation

**(Added)** \*Significant

Significant Observation

Repeat Observation

Observation

Recommended Improvement Areas



**Attachment 3****PREPARING FOR NSSAV****TEAM SUPPORT**

**(Added)** FULL ID number (EDPI or SSN). Full GTC number, name on card, expiration date. (Civilian only: full passport number).

**(Added)** APACS registration is required for all official travel throughout Europe. All personnel are required to provide the following information for APACS registration.

**(Added)** Service affiliation

**(Added)** Grade

**(Added)** Rank/Title

**(Added)** Org/Office Symbol

**(Added)** Job Title

**(Added)** Security Clearance

**(Added)** Country of Citizenship

**(Added)** Force Protection/ISOPREP/SERE/Level-1 AT training dates

**SOE COORDINATION**

**(Added)** Receive Maintenance Team Roster and select Teams. Provide back to the unit NLT 15 days prior to inspection.

**POST TDY ACTIONS**

**(Added)** Send out Outstanding Performer/Team Certificates if not presented to unit leadership on-site.

**(Added)** The lead office will send the \*SIGNIFICANT/SIGNIFICANT OBSERVATION memorandum to wing leadership within 14 days of inspection completion.

**Attachment 4 (Added)****NSSAV PROJECT OFFICER (PROJO) CHECKLIST****Figure A4.1. Project officers checklist.****NLT 90 days out:**

Reserve rental cars (midsize, unlimited mileage)

**NLT 70 days out:**

Request unit POC

**NLT 60 days out:**

Send Request for Names, with Secure Internet Protocol Router (SIPR) addresses and Defense Switched Network (DSN)

Prepare Country Clearance request

Request current SOE and simulations/deviations list (suspense NLT 30 days out)

Reserve billeting/hotel rooms at NSSAV location

Reserve airline tickets (as applicable)

**NLT 30 days out:**

Schedule 1st exercise planning meeting

Create rental car assignments

Prepare Site Access Letter

Verify Site Access Letter names/clearances in Joint Personnel Adjudication System (JPAS)

Verify Site Access Letter with Security Forces and COMSEC

Distribute unit Sims/Devs to functional areas for recommendations (suspense 10 days)

Distribute unit SOE to functional areas (suspense 10 days)

Update unit SOE with NSSAV Team POC's & planned exercises

Send TDY names/ Defense Travel System (DTS) Org Names to Resource Advisor (RA) for fund cite authorization

**NLT 20 days out:**

- \_Schedule 2nd exercise planning meeting
- \_Finalize unit Sims/Devs, submit to Team Chief for approval
- \_Scan approved Sims/Devs, Team Chief sign, send to unit POC
- \_Distribute DTS funding information to team for orders

Send final Site Access Letter to unit (See EAP Vol IV, *Emergency Action Procedures* for 14 day COMSEC Suspense)

- \_Contact unit POC for site specific conditions/requirements (uniforms, fuel, safety)

**NLT 10 days out:**

- \_Schedule 3rd exercise planning meeting (if required)
- \_Schedule pre-departure meeting

Convene exercise planning meeting

**NLT 7 days out:**

- \_Convene pre-departure meeting
- \_Convene final exercise planning meeting
- \_Update Team Chief/PROJO books
- \_Contact unit POC for last minute issues/concerns

**Week of NSSAV:**

- \_Maintain SOE for Team Chief. Ensure Team Chief is available for exercises
- \_Ensure references are available for the Team Chief and Unit daily meetings

**(Added) \*\*Note: When the report is compiled it will be classified IAW CJCSI 3263.05. Ensure each sub-area is contained on a separate document until final report compilation. Once the report is ready to be compiled, it will be transferred to SIPRnet and the report will be put together.**

\_\_\_\_ Pick names of personnel to perform CDS practical and submit to the unit

**Following return:**

\_\_\_\_\_ Prepare NSSAV SYNOPSIS

Finalize report, save as PDF file for Team Chief release

Update NSSAV continuity guide (as necessary)

A4.1.1. Obtain unit POC 60 days prior.

A4.1.2. Compile a team roster at least 45 days prior.

A4.1.3. Obtain a current schedule and list of unit simulations and deviations from the unit POC at least 30 days prior. Distribute this information to all NSSAV team members for review and comment prior to the pre-departure meeting. Consolidate all responses from team members and send the documents back to unit for action.

A4.1.4. Prepare and release all country clearance and site access messages according to the provisions in DoD 4500.54-G, *The Department of Defense Foreign Clearance Guide*, and DOD 5210-41M.

A4.1.5. If needed, brief the NSSAV team chief on his or her roles and responsibilities.

A4.1.6. Request unit deliverables 30 days prior.

A4.1.7. Schedule and convene the pre-departure meeting within 7 days prior to departure. As a minimum, the meeting will include the team composition, NSSAV schedule, unit simulation and deviation review, report requirements, exercises, travel and billeting arrangements, and local conditions at the TDY location.

A4.1.8. Ensure the team chief “hot wash” is scheduled with HQ USAFE/A3. To do so, ensure the appointment is scheduled with the applicable leadership assistant.

A4.1.9. Finalize billeting and travel arrangements prior to the NSSAV team’s departure.

**A4.2. Actions Accomplished during the NSSAV.** Project Officer:

A4.2.1. Provides team member’s computer access with the following: NSSAV finding template, unit’s last NSSAV detailed report, and.

A4.2.2. Serves as NSSAV team liaison with unit leadership and key personnel.

A4.2.3. Conducts NSSAV team meetings with Team Chief, as required, and advises the unit POC of significant observations discovered during the NSSAV.

A4.2.4. Provides administrative support to the team during the NSSAV.

A4.2.5. Provide unit with list of personnel required to perform CDS demonstration. The unit will provide a roster with for all qualified personnel. The NSSAV team will select 20% of qualified personnel and provide the list back to the unit NLT day 2 of the visit.

**A4.3. Actions Accomplished Upon Completion of the NSSAV.**

A4.3.1. Prepares the unit out brief and provides the unit commander a Draft report prior to departure. Final report is due 30 days after NSSAV team departure.

**Attachment 5 (Added)****SAMPLE UNIT SIMULATIONS (SIMS) AND DEVIATIONS (DEVS) FORMAT**

**A5.1. General.** Units submit a simulations and deviations letter to the NSSAV program manager at least 30 days prior to the first day of the NSSAV. This allows the NSSAV team time to review the simulations and deviations during a team meeting for validity and applicability, and return the list to the unit. The unit presents any changes (additions or deletions) for consideration to the team during the NSSAV reception meeting. When the NSSAV team chief and wing or unit commander (as applicable) sign the unit simulations and deviations list, it becomes an official document for use during the NSSAV.

A5.1.1. Units will utilize the USAFE-AFAFRICA Standard Simulations and Deviations and Required Start/Stop Configurations for Nuclear Weapons Maintenance Certified Tasks memorandums when building the unit specific simulations and deviations. The unit specific simulations and deviations will be used to supplement the USAFE standard products.

**A5.2. Scope.** The NSSAV team chief is the final approval authority and only approves simulations or deviations when it is impossible or impractical to perform actual procedures or to use specified equipment. All requests for simulations must answer the following questions:

A5.2.1. WHAT? (Describe the simulated/deviated task or equipment).

A5.2.2. HOW? (Describe how you will simulate the task).

A5.2.3. WHY? (Provide a brief explanation of why the simulation is required and the impact if the simulation/deviation is disapproved).

**A5.3. Unit Simulations and Deviations Format.** Use **Figure A5.1** sample format when submitting simulations and deviations for review and approval.

**Figure A5.1. Sample Unit Simulations and Deviations Format.**

MEMORANDUM FOR HQ

HQ USAFE/A10N FROM: Wing or Unit Commander

SUBJECT: Proposed Simulations and Deviations

1. Wing or unit submits the following categorized simulations and deviations for review and approval.

a. (Category) Emergency Exercises (**Note:** May include one or more simulation or deviation).

b. (WHAT) Personnel will demonstrate the ability to shut off power to facilities, but will not actually do so.

c. (HOW) The On-Scene Commander and Mission Director will make any required notifications using appropriate means.



d. (WHY) JUSTIFICATION: Turning electricity off and on increases the risk of damaging utility lines/switch gear/service, and sets off alarms unnecessarily.

e. (Office of Primary Responsibility [OPR]): XX CES/CEO (This should be the unit OPR).

f. (APPROVED/DISAPPROVED) Used by NSSAV team. Team member makes recommendation and then puts their name to the right of the recommendation.

(COMMENTS: \_\_\_\_\_) NSSAV team member can use this to explain the disapproval or any limitation to an approval of the simulation/deviation.

-----

2. Sample Format simulations and deviations.  
B-10

WHAT: Use of electrical tape to simulate utility anti-static tape.

HOW: Electrical tape will be used instead of utility anti-static tape.

WHY: Electrical tape is less expensive and prevents real-world supplies from becoming depleted.

SMSgt Nygren CES/Explosive Ordnance disposal (EOD)

Approved: \_\_X\_ Disapproved: \_Inspector(s): MSgt West

Comments: simulated tape can be used to demonstrate capability; however, unit must show inspector they have a sufficient on-hand quantity of tape to meet mission needs.

-----

3. Wing or unit POC is:

Wing or Unit Commander and the NSSAV Team Chief sign the memorandum.

**Attachment 6 (Added)****SAMPLE FEV TRIP REPORT****Figure A6.1. Sample FEV Trip Report.**

MEMORANDUM FOR HQ USAFE-A10N

FROM: HQ USAFE/AXXXX

SUBJECT: Trip Report

1. PURPOSE: Function Expert Visit at XXXX AB, XXXX, DD MMM YY
2. TRAVELER: MSgt XXXX (HQ USAFE/AXXX)  
MSgt XXXX (HQ USAFE/AXXX)
3. ITINERARY: Travel to XXXX AB, XXXX, DD MMM YY  
Conduct FEV DD – DD MMM YY  
Depart to XXXX AB, XXXX, DD MMM YY
4. DISCUSSION: Add all required information to explain the outcome of the inspection. Include what was inspected, what was trained, how the program/process has been improved, and if there are any leave behind items the unit still must present fixes or closure actions on. Additional items to consider are suggestions made to improve programs/processes. End with an overall impression of the wing/squadron/flight overall state (i.e. leadership strength, morale).

//signed/xxx/DD MMM YY  
MICKY M. MAINTAINER, MSgt, USAF  
Functional Area

**ATTACHMENT 7 (Added)****USAFE NSSAV TEAM CENTER REQUIREMENTS****Work Area #1 (Team Chief Room)**

**Office Space Requirements:** A small office which can hold up to 4 people away from high traffic/leadership areas

**Network Requirements:** 2x NIPR Ports

**Peripheral Requirements:** 1x Printer 2x DSN telephone

**Supply Requirements:** None

**Other Requirements:** None

**Work Area #2 (NSSAV Team Center)**

**Office Space Requirements:** A large conference room which can hold approximately 45 people. A table configuration setup in a “U” shape with 20 seats and LAN ports, see **Figure A7.1** below.

**Network Requirements:** 20x NIPR Ports or wireless access, 3x PCs connected to local network. If necessary, port security requirement specifications (Computer names, MAC addresses, etc). Access to SIPR network terminal, does not need to be inside the team center; but within close proximity of it.

**Peripheral Requirements:** 1x Color Printer, 1x Projector, 220 Power connections capable of handling 40+ laptops, 1x full-size projector screen, 1x copier, 1x world-wide class “A” DSN and commercial line access telephone

**Supply Requirements:** 1x dry-erase board or butcher block paper, 1x shredder, 1x classified shredder available for use, 1x box of paper clips, 1x 3 hole punch, 1x staplers, 1x box of staples, 1x scissors, 3x dry-erase markers, , 1x box of printer paper, and garbage bags for shredder.

Figure A7.1. Center Requirements.

